

CAREER OPPORTUNITY
United States Bankruptcy Court
Eastern and Western Districts of Arkansas

Position: Chief Deputy Clerk (Type II)

Announcement Number: 16-JO1

Location: 300 West Second Street, Little Rock, Arkansas

Starting Salary: \$137,659 (JSP 16)

Closing Date: Open until filled; to ensure consideration, submit resume by August 26, 2016.

The Clerk's Office of the U.S. Bankruptcy Court for the Eastern and Western Districts of Arkansas is seeking an experienced, goal-oriented individual for the position of Chief Deputy Clerk. The Clerk's Office has a staff of 24 and supports 3 Bankruptcy Judges and their chambers. The court serves the entire state of Arkansas. The Office of the Clerk is located at the U.S Bankruptcy Courthouse in Little Rock, Arkansas, along with two resident Bankruptcy Judges. There is one staffed divisional office located in Fayetteville, Arkansas, with one resident Bankruptcy Judge. The Chief Deputy Clerk's official duty station is Little Rock. The court receives approximately 11,000 new cases annually.

Position Summary:

The Chief Deputy assists the Clerk with daily operations and administration of the Clerk's Office, including but not limited to: case management, data quality, statistical analysis and reporting, financial management, space and facilities, human resources, internal controls, property and procurement, emergency preparedness, and training. The Chief Deputy Clerk analyzes the quality and quantity of work, recommends corrective actions, and consults with and makes recommendations to the Clerk and Judges on various operations and administrative matters. The Chief Deputy Clerk also assists the Clerk with the development, implementation, and refinement of procedures to enhance the productivity and effectiveness of the Clerk's Office; organizational and strategic planning; management of information technology; application of the Guide to Judiciary Policy, the Bankruptcy Code, Federal Rules of Bankruptcy Procedure, and Local Rules; and preparation of special studies and narrative reports. Occasional travel is required.

Qualifications:

Qualified candidates must possess a minimum of six (6) years progressively responsible experience in administrative, supervisory, managerial, or professional work in public service or business that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management. At least three of the six years of experience must have been in a position of substantial management responsibility. Some educational substitutions may apply. A bachelor's degree from an accredited college or university in a discipline appropriate to the position is required. Completion of a post-graduate degree in such fields as public, business, or court administration is preferred. A Juris Doctor (JD) with bankruptcy law experience is highly preferred.

Candidates must demonstrate the leadership, analytical, and interpersonal skills necessary to successfully manage a complex organization. Solid verbal and written communication skills, familiarity with automated case management systems, knowledge of sound financial controls and policies, ability to adapt and lead in a changing work environment, proven project management skills, and ability to effectively resolve employee relation issues and cultivate a harmonious team environment is desired. Management in a court or legal environment is highly preferred.

In-depth working knowledge of the bankruptcy court system is highly desired, as the Chief Deputy receives

numerous operations inquiries regarding the proper procedures for handling various legal pleadings and documents. The successful applicant should also have experience in applying technology to improve business practices; excellent organizational, written, and verbal skills; a professional demeanor and mature judgment; and the ability to provide innovative solutions to workplace problems and balance the demands of varying workloads.

Benefits Include:

Paid annual and sick leave; 10 paid holidays; retirement benefits under the Federal Employees Retirement System (FERS); Thrift Savings Plan (401K styled) with employer matching contributions; health benefits under the Federal Employees Health Benefits Program (FEHB); supplemental dental and vision benefits under the Federal Employees Vision and Dental Plan (FEDVIP); life insurance benefits under the Federal Employees Group Life Insurance Program (FGLI); and flexible benefits program for health care reimbursement and child care reimbursement. Detailed information on benefits and compensation may be found at <http://www.uscourts.gov/Careers.aspx>

Information for Applicants:

- Employees of the United States Bankruptcy Court serve under excepted appointments and are considered “AT WILL” employees.
- The selected applicant will be subject to a one year probationary period.
- The position of Chief Deputy Clerk is classified as “high sensitive”. Employment will be considered provisional pending the successful completion of a 10-year background investigation, with updates performed every five years thereafter. Continued employment will depend upon the successful completion and favorable determination of these investigative results.
- Judiciary employees must adhere to the Judicial Code of Conduct.
- Relocation assistance is not available.
- A mandatory electronic direct deposit of salary payments is required.
- Applicants must be a U.S. Citizen or eligible to work in the United States.
- Only the most qualified applicants will be interviewed. Funds are not available for reimbursement of travel expenses in connection with interviews.
- Based on the results of the interview(s), submission of written materials, and reference/background reviews, the best suited applicant will be selected by the Clerk.
- The U.S. Bankruptcy Court is an EQUAL OPPORTUNITY EMPLOYER

Application Requirements:

Interested applicants should submit a resume detailing education and work experience, two references, and a cover letter indicating the position applied for and how applicant’s education and/or work experience relate to the duties and responsibilities of the position, and a completed Application for Judicial Branch Federal Employment, Form AO-78; <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>. Only applications with all required documents will be considered. Applications should be sent to:

By mail to: Human Resources, #16-JO1
U. S. Bankruptcy Court
300 W. 2nd Street
Little Rock, AR 72201

Or by e-mail to: Tammi_Pennington@areb.uscourts.gov